

SMITH RYERSON COMMUNITY BUILDING RESERVATION APPLICATION

Please return ALL Copies with Payment to: City of Muskegon, Engineering Department, P.O. Box 536, Muskegon, Michigan 49443-0536. After being approved by the Department, one copy will be returned to contact person. Please visit our website at www.shorelinecity.com for more information, or call (231) 724-6707 during regular business hours. Please refer to the back of your application for after-hours contact information. ***ALL FEES (+ Deposit) ARE DUE AT THE TIME WE SET YOUR RESERVATION. NO HOLDS. We also have a NO REFUND Policy for ANY cancellations.**

RENTAL LOCATION	IF YOU CALL AND MAKE YOUR RESERVATION BETWEEN SEPT. 30 TH -APRIL 14 TH Pay this Discounted Rate	*IF YOU CALL AND MAKE YOUR RESERVATION BETWEEN APRIL 15 TH – SEPT. 29 TH And your event falls within these dates) Peak Season Rate	REFUNDABLE CLEANING DEPOSIT	*RESERVATION REVISIONS (Request must be made 2 weeks in advance. Only 1 revision allowed and it must be made in the same year of original reservation)
SMITH RYERSON 650 Wood St.	\$100.00 Per time session	\$125.00 Per time session	\$50.00	*\$15.00 each request

Available Time Slots for Building Rental (Weekdays Mon-Thurs)

8:00 AM UNTIL 12:00 PM **AND/OR** 1:00 PM UNTIL 5:00 PM (Circle One)

Available Time Slots for Building Rental (Weekends = Fri-Sun)

11:00 am-4:00 pm **OR** 5:00 pm-10:00 pm (These are set time blocks, **NO EXCEPTIONS**)

Date(s) of Use: _____ Time of Use: _____ to _____
(Day of Week, Month, Year) (See above for available time slots)

Type of Event: _____ Organization Name: _____

Contact Person: _____ Address: _____

City _____ State _____ Zip _____ Best Contact Phone: _____

E-mail: _____

Thank you for your interest in the City of Muskegon's Parks and Facilities. I have read both sides of this form, and agree that my group and I will abide by all policies and rules contained herein. Please sign and return ALL copies of this agreement. If there is any problem with the facility, call 231-724-6707, 9-5 weekdays; after 5:00pm and weekends call 231-737-2680.

Signature of person assuming responsibility: _____

City Staff Authorizing Reservation Permit: _____ Date Reserved: _____

Security/Cleaning Deposit of \$50.00 paid by: Cash _____ Check# _____ Credit Card _____ (VISA, MC, DISCOVER)

Rental Fee PAID BY: Cash _____ Check # _____ C-Card _____ Transaction/Approval #: _____ Payment Date: _____

RENTAL FEE RECEIVED \$ _____ TOTAL PAID \$ _____ DEPOSIT REFUNDED ON ____/____/____

Card Acct. Number _____ ☐ Discover ☐ MC ☐ Visa ☐ Exp. Date ____/____/____ SC _____

Card Holder Signature _____ \$ _____ Date _____

Rules and Regulations: Please read carefully. Revised 12/2015

1. A Security deposit of \$50.00 is required for the rental of City Park Buildings. All deposits will be **refunded** within 30 days, in the same form as original payment, *if* proper clean-up is completed and no breakage or damage has occurred. It is the responsibility of the renter to notify the department employee on duty of their activity completion and readiness for site inspection. Failure to have the facility inspected at the completion of the rental term may result in loss of the renter's deposit.
2. You must be 18 years of age to rent any of our facilities.
3. Additional charges for damage or excessive wear may also be applied if conditions warrant.
4. **NO PERSON SHALL POSSESS OR CONSUME ALCOHOL IN ANY CITY OF MUSKEGON PARK OR FACILITY.**
5. **No refunds will be made for any cancellations.**
6. Rental times include time utilized for set up and clean up. Be sure to allocate enough time in your reservation for both set up and clean up. You will be billed for any additional clean up time required beyond your reservation per hour. All facilities must be returned to the condition in which they were found. This includes replacing tables and chairs to their pre-rental state, and disposing of all garbage and refuse in dumpster. Please reference the Cleaning Check List for a complete list of maintenance items. Security deposit will be forfeited if proper cleanup is not done (**see rule 9**). We only open the doors one half hour prior to your rental time.
7. You must provide your own cleaning supplies. (Dish soap, towels, etc.)
8. A City Staff person will arrive ½ hour prior to your scheduled event time. That staff person will unlock and lock the building. Any directions or instructions of the City staff person are to be abided by for the safety and security of the building and all its users. Please report any safety issues immediately to that person. The City staff person has the authorization to stop or modify the event if deemed necessary or if the information in the application is found to be false. **DO NOT LEAVE THE BUILDING UNATTENDED. If your event ends earlier than planned, you must notify the caretaker in advance.**
9. You must clean the kitchen thoroughly due to health code reasons upon departure. Refrigerator, oven, stove (burners), sinks, coffeepots, counters and floors must be left clean. This includes wiping off tabletops, ensuring chairs are clean, removing all trash from floors (swept and mop spills), and wiping off all counter-tops and kitchen equipment, and removal of all supplies/food, ensuring all property/equipment is undamaged. Restrooms must be checked to see if all faucets are turned off. All decorations, tape, tacks, etc. must be removed. **DO NOT OPEN ANY WINDOWS.** Security deposit will be forfeited if proper cleanup is not done, or if we find the building unsecure (windows left open).
10. All advertising shall be limited to identification and/or location of the event. All sales of merchandise or other materials are prohibited unless specific written approval is obtained.
11. The City of Muskegon assumes no responsibility, financially or otherwise, for accidents or injuries sustained by individuals or groups of individuals using any facility.
12. To help protect the environment and wildlife, we ask that you do not throw rice or confetti, glitter or release any balloons. You may, if you like, use bubbles or birdseeds.
13. There shall be NO digging or staking in the ground.
14. There are NO special rates for non-profits or special interest groups.
15. **If there are any questions about the facility, call 231.724.6707, weekdays 9-5. For facility problems after 5:00pm, weekends and holidays, call 231.737.2680 to leave a message. You can reach our Caretaker, Mr. Ray at 231-557-3873. PLEASE TRY TO CONTACT MR. RAY 1ST FOR ANY ISSUES ON DAY OF EVENT.**

Thank you for your continued use and support of OUR City of Muskegon's Park Facilities and Picnic Shelters. Visit us on the web at www.shorelinecity.com